

## Instructions for Submitting Best or Promising Practices

The United States Department of Education sets the expectation for charter leaders in states receiving federal charter funds to share best practices with each other and with other educational leaders. The Arkansas State Board of Education members have publicly expressed the desire to see best practices exchanged in Arkansas, and the Charter Authorizing Panel also recognizes this need. In the spirit of collaboration and concern for each student and to maintain a method for the systematic exchange of ideas, a form to submit practices that work well in your charter is available so that, at any time, an educator may submit a practice to build a repository of successful practices that can be readily accessed from the web.

Focusing on the practice of the educational process for students through social, emotional, academic, and many other needs sometimes provides limited time to collaborate with educators to highlight successful practices. The following fillable form is designed to allow educators to quickly share some of the best practices in your school. Many submissions have already been received and once reviewed, they will be posted on the ADE website under the Best and Promising Practices page.

Best practices are ongoing and schools are encouraged to utilize the Best Practice Submission Form at any time. Your participation in this is voluntary; however, your input is important. Any information provided is public information, and it is important to appropriately identify and credit all sources.

The submission form should be sent to the ADE Charter Schools Office at the following email [ade.charterschools@arkansas.gov](mailto:ade.charterschools@arkansas.gov). Once received, the information will be reviewed and ADE staff may add additional information such as suggested modifications for other grade levels, before posting to the web. Any additional comments from the ADE will be noted.

Questions should be directed to the ADE Charter School Office at (501) 683-5313, or via email at [ade.charterschools@arkansas.gov](mailto:ade.charterschools@arkansas.gov).